



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF GENERAL SERVICES  
DIVISION OF PURCHASES AND SUPPLY  
P.O. BOX 1199  
RICHMOND, VIRGINIA 23218-1199

**NOTICE OF CONTRACT AWARD**

1. DATE ..... July 1, 2006
2. COMMODITY NAME.....Copiers
3. CONTRACT NUMBER .....60046-07
4. SUPERSEDES.....60046-06
5. CONTRACT PERIOD ..... July 1, 2006 through June 30, 2007
6. AUTHORIZED USERS.....State Agencies, Institutions,  
and Public Bodies
7. CONTRACTOR'S FEI NUMBERS: .....See Enclosed
8. CONTRACTORS.....See Enclosed
9. CONTRACTOR'S ADDRESSES.....See Enclosed
10. CONTRACTOR'S PHONE NUMBER.....See Enclosed
11. CONTRACTOR'S FAX NUMBER.....See Enclosed
12. TERMS.....Net 30 Days
13. DELIVERY .....30 Days after Receipt of Order
14. F.O.B.....See Enclosed
15. FOR FURTHER CONTRACT INFORMATION CONTACT: Adrian R. Trimiew, VCO  
Phone (804) 786-5410
16. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is mandatory for all State Agencies (unless otherwise indicated in item 6 above) in the purchase of any commodity listed herein. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature shall be submitted to the appropriate DGS/DPS contract/purchase officer for approval. A complete and factual written justification is necessary to support the request. Refer to Section 10.6 of the Agency Procurement and Surplus Property Manual.

By:   
Adrian R. Trimiew, VCO

## INSTRUCTIONS

1. Orders. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia shall order items listed by issuing orders through eVA.
2. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may use this contract only if the orders are placed through eVA.
3. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission when orders are placed.
4. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
5. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (786-3842), electronic version may be downloaded from the internet at the following link [http://159.169.222.241/eo51\\_files/ComplaintA-10H.doc](http://159.169.222.241/eo51_files/ComplaintA-10H.doc)
6. Renewals: This contract has no renewals remaining.
7. Price Adjustments: During the current term of the contract, price escalation may be allowed at each renewal period for those items addresses in special term and condition # 34 if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.

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## **I. STATEMENT**

The “Parties” to this contract is defined as the Department of General Services/Division of Purchases and Supply and any Contractor awarded a contract pursuant to this solicitation. The term “Purchasing Agency” shall mean the Division of Purchases and Supply (DPS). The term “Ordering Agency” shall mean any authorized users of this contract who issues a purchase order for goods/services pursuant to the awarded contracts. Ordering Agencies shall not request or negotiate any changes to the awarded contracts directly with the Contractors.

## **II. BACKGROUND**

### **A. Acquisition Plans:**

The contract includes six (6) different acquisition plans.

1. Outright Purchase
2. Twelve Month Rental
3. Thirty-six Month Rental
4. Outright Purchase – Connected
5. Twelve Month Rental – Connected
6. Thirty-six Month Rental – Connected

### **B. Benchmarks:**

Copiers are specified by benchmark designation. Each benchmark is defined by copy per minute speed, specifications, and monthly volume range.

### **C. Zones:**

For purposes of this contract, the Commonwealth has been divided into zones. The list of cities and counties by zone is in Section IX. In addition to the list, a map is included which depicts the zones.

## **III. SCOPE OF CONTRACT**

The Contractor(s) shall furnish and install new, newly manufactured, factory produced new model, copiers in accordance with the specifications, terms and conditions stated herein. Full maintenance and supplies shall be included in the cost per copy. All ordered items shall be F.O.B. Delivered and installed (i.e., extra charges not allowed) to any location within the Commonwealth of Virginia.

The following definitions apply:

- New: Equipment which has not been used previously and is being actively marketed by the manufacturer's authorized dealers.

- Newly Manufactured: Equipment which has been assembled for the first time and which may contain some reprocessed parts or components that meet new parts or component performance standards and comply with product performance and reliability specifications.
- Factory Produced New Model: Equipment which has been converted to new model status, which maintains all the features and/or functions of the previous model and adds new features and/or functions not available on the previous model. The new model has been disassembled to a predetermined standard established by the manufacturer and manufactured to new model status. It is also newly serialized. The new model contains new reprocessed and/or recovered parts that fully meet new product specifications. The first use is at the customer's location.

#### IV GENERAL TERMS AND CONDITIONS

- A. VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is normally available for review at the purchasing office and in addition, a copy can be obtained by calling the Division of Purchases and Supply (804) 786-3842.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION: By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor,

will state that such contractor is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
  - E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
  - F. DEBARMENT STATUS: By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
  - G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
  - H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
  - I. CLARIFICATION OF TERMS: If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
  - J. PAYMENT:
    1. To Prime Contractor:
      - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number

and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. QUALIFICATIONS OF BIDDERS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commonwealth that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall



excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- R. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equal product, such bid will be considered to offer the brand name product referenced in the solicitation.
- S. TRANSPORTATION AND PACKAGING: By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. INSURANCE: By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. The bidder further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

#### INSURANCE COVERAGES AND LIMITS REQUIRED:

1. Worker's Compensation - Statutory requirements and benefits.
2. Employers Liability - \$100,000.
3. Commercial General Liability - \$500,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor's Liability or Owner's and Contractor's Protective Liability. The Commonwealth of Virginia must be named as an

additional insured when requiring a Contractor to obtain Commercial General Liability coverage.

- U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on [www.eva.state.va.us](http://www.eva.state.va.us) for a minimum of 10 days.
  
- V. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.  
For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
  
- W. NONDISCRIMINATION OF CONTRACTORS: A bidder, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
  
- X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.
  - a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
  - b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
  - c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
  - d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:

- (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
- (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

## **V. USED IN SOLICITATION ONLY**

N. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

## **VI. SPECIAL TERM and CONDITIONS – Contract Performance and Administration**

1. ADVERTISING: The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. AUDIT: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The

agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

3. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency, Institutions, and Public Bodies shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement. Lack of availability of funds shall be interpreted as meaning either complete loss of funds or a reduction of funds within the budget code from which the copier is funded. This term shall also apply irrespective of the source of funds.
4. CANCELLATION OF CONTRACT: The Commonwealth reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver any outstanding orders issued prior to the effective date of cancellation.
5. CANCELLATION OF ORDERS: The Commonwealth reserves the right to cancel and terminate any resulting rental orders, in part or in whole, for copier non-performance or if funding is withdrawn without penalty. Cancellation of rental orders for any other reason is subject penalties based on the provisions in Section VII.3.c. The Commonwealth reserves the right to cancel and terminate any resulting Outright Purchase maintenance agreements orders, in part or in whole, with 60 days written notice or in the case of loss of funding at any time without penalty, agency shall return at their cost any unused copier supplies (Section VII.2.c).
6. CONTRACTS WITH ENTITIES: The contract awarded by the Division of Purchases and Supply is a requirements contract requiring and permitting the Contractor to provide certain types of equipment with certain types of related goods and services to individual departments, agencies and institutions of the Commonwealth of Virginia and also to public bodies, volunteer fire companies and volunteer rescue squads. The requirements contract between the Contractor and the Division of Purchases and Supply does not in itself constitute a purchase order for purchase or rental of any equipment. Separate purchase or rental contracts may be entered into with the Contractor under the terms and conditions set out herein, during the term of this requirements contract, by any of the entities described in the first sentence of this paragraph, those entities being third party beneficiaries of this requirements contract with the right to enforce it, each for its own benefit. The Division of Purchases and Supply is not and shall not be liable for any of the obligations, acts, or omissions of any of the entities entering into any purchase or rental contract with the Contractor, except for any such contracts it may itself enter into.
7. CONVERSION FROM RENTAL TO PURCHASE: Section VII.3.d.
8. COPIER SUPPLIES: Agencies and Institutions will be responsible for obtaining paper from Commonwealth of Virginia contracts. All other supplies, including toner, color toner(s), developer, color developer, and staple wire, shall be included in the cost per copy charge. Contractors shall be responsible for ensuring that the agency has approximately 2 months worth of supplies at all times.
9. COPIER PAPER: Copiers shall function properly when using State contract paper, including No. 4 xerographic paper and recycled paper and No. 4 Premium Bond.
10. COPY CREDIT PLAN: A specific amount per copy for unusable copies made by either the agency or the technical representative shall be credited. The amount to be credited for unusable copies shall be the same cost per copy charge.

11. DEFINITION - EQUIPMENT: As used herein, the terms equipment, product, or system shall include hardware and software (when applicable) and any materials or supporting documentation. Such documentation may include but is not limited to: users' guides, operations manuals with part lists, copies of all applicable warranties, and any other pertinent information necessary for the proper operation and maintenance of the equipment being acquired.
12. DEFINITION - SOFTWARE: As used herein, the terms software, product, or software products shall include all related materials and documentation whether in machine readable or printed form.
13. DELIVERY: Delivery of all requested contract items shall be made within 30 calendar days after receipt of purchase order. For the duration of the contract, Contractor shall maintain or have available an inventory sufficient to make delivery within 30 calendar days after receipt of the purchase order. Contract items delivered more than 30 calendar days after receipt of the purchase order may not be accepted.
14. DELIVERY POINT: Except when otherwise specified herein, all items shall be F.O.B. delivered to any point within the Commonwealth of Virginia as directed by the ordering department, institution or agency of the Commonwealth or public bodies of the Commonwealth as defined in Section 2.2-4301 of the Virginia Public Procurement Act.
15. DEMONSTRATION OF EQUIPMENT: Upon delivery of all the equipment, the Contractor shall conduct a demonstration of the equipment in front of the agency's representative to verify that all equipment is fully operational and is in compliance with the contract specifications. Any deficiencies shall be promptly and permanently corrected prior to final acceptance of the equipment.
16. DISTRIBUTION OF LITERATURE: Upon request, the Contractor shall furnish authorized contract users with descriptive literature, technical data and service information for contract items.
17. EQUIPMENT REPLACEMENTS: Copiers on contract that are replaced during the term of the contract must have prior approval by DGS/DPS. Approval is contingent upon compliance with the following conditions:
  - a. The Contractor requests approval in writing to DGS/DPS;
  - b. The replacement copier shall meet or exceed all benchmark minimum specifications including additional features. The replacement copier shall offer no less than the maximum monthly volume for that benchmark
  - c. The replacement copier has the same price or less than the copier being replaced. This also includes all cost per copy charges.
18. EQUIPMENT TRANSFER: The Commonwealth with 30 days written notice shall have the right to transfer rented equipment from any agency to another agency within the Contractor's zone(s) awarded at the agency's expense without the loss of any earned equity or rental credit. Purchased equipment may be transferred from agency to agency throughout the Commonwealth regardless of zone. If the purchased equipment has an existing maintenance agreement agency shall have the right to transfer agreement from any agency to another agency within the Contractor's zone(s) awarded. If the contractor is does not have an award in the zone of transfer then the maintenance agreement shall be cancelled per the provisions of the contract. If such a move requires the Contractor to handle installation, the Contractor may quote installation charges if applicable. (Section VII.7.b)
19. EXEMPTION FOR COPIERS/DUPLICATORS LESS THAN 1,000 AND OVER 250,000: Requests for

copiers/duplicators which produce monthly quantities greater than or less than those covered in the volume bands (above 250,000 copies and below 1,000 copies) will be bid either individually or collectively as the demand requires.

20. EXEMPTION FOR MULTIPLE PURCHASES: For purchases of 10 units or more, the Commonwealth reserves the right to request bids separate and apart from any contract resulting from this solicitation.
21. EXEMPTION FOR SPECIAL NEEDS: This contract does not propose to cover all special or unique requirements. It establishes benchmarks based on total monthly copy volume and specifications for each benchmark volume including speed and other features that are normally required for that volume. The Commonwealth reserves the right to purchase copiers from other sources in order to meet agency needs not covered by the contract.
22. EXTRA CHARGES NOT ALLOWED: The contract price shall be for complete installation, excluding any special rigging requirement as noted in paragraph T below, ready for the Commonwealth's use, and shall include all applicable freight, inside delivery charges, and installation charges; excluding charges for special rigging requirements as noted in term 23 below, extra charges will not be allowed.
23. INSTALLATION: Section VII.7.
24. LABELING OF HAZARDOUS SUBSTANCES: If the items or products requested by this solicitation are "Hazardous Substances" as defined by § 1261 of Title 15 of the United States Code (U.S.C.) or "Pesticides" as defined in § 136 of Title 7 of the United States Code, then the bidder, by submitting his bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the bidder does not violate any of the prohibitions of Title 15 U.S.C. § 1263 or Title 7 U.S.C. § 136.
25. LATEST SOFTWARE VERSION: Any software product(s) provided under the contract shall be the latest version available to the general public as of the due date of this solicitation.
26. LIMITATION OF LIABILITY: To the maximum extent permitted by applicable law, the contractor will not be liable under this contract for any indirect, incidental, special or consequential damages, or damages from loss of profits, revenue, data or use of the supplies, equipment and/or services delivered under this contract. This limitation of liability will not apply, however, to liability arising from: (a) personal injury or death; (b) defect or deficiency caused by willful misconduct or negligence on the part of the contractor; or (c) circumstances where the contract expressly provides a right to damages, indemnification or reimbursement.
27. LISTING OR CERTIFICATION: All copiers shall bear a U.L. or CGSB (Canadian) label.
28. MACHINE PERFORMANCE: Section VII.4.a-b.
29. MINORITY/WOMEN OWNED BUSINESS SUBCONTRACTING AND REPORTING: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

30. NONVISUAL ACCESS TO TECHNOLOGY: All information technology which, pursuant to this Agreement, is purchased or upgraded by or for the use of any State agency or institution or political subdivision of the Commonwealth (the "Technology") shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of this Agreement:

- (i) effective, interactive control and use of the Technology shall be readily achievable by nonvisual means;
- (ii) the Technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
- (iii) nonvisual access technology shall be integrated into any networks used to share communications among employees, program participants or the public; and
- (iv) the technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing nonvisual access standards shall not be required if the head of the using agency, institution or political subdivision determines that (i) the Technology is not available with nonvisual access because the essential elements of the Technology are visual and (ii) nonvisual equivalence is not available.

Installation of hardware, software or peripheral devices used for nonvisual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information shall permit the installation and effective use of nonvisual access software and peripheral devices.

If requested, the Contractor must provide a detailed explanation of how compliance with the foregoing nonvisual access standards is achieved and a validation of concept demonstration.

The requirements of this Paragraph shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.2-3500 through 2.2-3504 of the Code of Virginia.

31. OPERATIONAL COMPONENTS: Unless otherwise requested in the solicitation, stated equipment prices shall include all cables, connectors, interfaces (controller), documentation for all components, and any other items necessary for full systems operation at the user site. Reference Section VII.7.

32. OPERATOR MANUAL: Instruction and maintenance manuals shall be furnished for all equipment and software installed. Manuals shall contain, but not be limited to, the following:

- ◆ A section describing the capability of the equipment.
- ◆ A section on machine specifications.
- ◆ A section describing operating instructions.
- ◆ A section describing the installation and use criteria of the equipment.
- ◆ A section describing general maintenance instructions.
- ◆ A section describing software installation and user guides.

33. PAYMENT: Initial invoice period shall commence upon date machine is accepted by the ordering agency. After equipment has been installed and accepted and the invoice submitted to the using agency, it will be the responsibility of the using agency to make payment. Any questions concerning payment should be addressed to the user agency contact listed on the agency purchase order.

34. PRICE ESCALATION/DE-ESCALATION:

Price Escalation: Price escalation, when granted, shall not apply to in place copiers

Outright Purchase Plans: Contractors will be allowed to escalate the cost per copy charge on the annual date of award of this contract at or below the escalation rate quoted in the bid. Prices for equipment, additional features, and maintenance of additional features will remain firm throughout this contract period and any extensions thereto. Contractors shall request the escalation 60 days in advance of the expiration date of the contract. Any approved price changes will be effective only on the effective date of any contract renewal and will only apply to maintenance agreements entered into after the effective date of the approved price increase. Documentation shall be supplied with the Contractor's request for increase which will verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia. The rate of escalation shall be no more than the escalation rate quoted on the applicable EBF Forms. De-escalation may be offered at any time throughout the term of the contract.

12-Month Rental Plans: Contractors will be allowed to escalate the cost per copy charge on the annual date of award of this contract at or below the escalation rate quoted in the bid. Prices for additional features and maintenance of additional features will remain firm throughout this contract period and any extensions thereto. Contractors shall request the escalation 60 days in advance of the expiration date of the contract. Any approved price changes will be effective only on the effective date of any contract renewal and will only apply to copiers rented after the effective date of the approved price increase. Documentation shall be supplied with the Contractor's request for increase which will verify that the requested increase is general in scope and not applicable just to the Commonwealth of Virginia. The rate of escalation shall be no more than the rate quoted on the applicable EBF Forms. De-escalation may be offered at any time throughout the term of the contract.

36-Month Rental Plans: Contractors will be allowed to escalate the cost per copy charge on the annual date of award of this contract at or below the escalation rate quoted in the bid. Prices for additional features and maintenance of additional features will remain firm throughout this contract period and any extensions thereto. Contractors shall request the escalation 60 days in advance of the expiration date of applicable contract anniversary date. Any approved price changes will be effective only on the effective date of any contract renewal and will only apply to copiers rented after the effective date of the approved price increase. Documentation shall be supplied with the Contractor's request for increase which will verify that the requested increase is general in scope and not applicable just to the Commonwealth of Virginia. The rate of escalation shall be no more than the escalation rate quoted on the applicable EBF Forms. De-escalation may be offered at any time throughout the term of the contract.

eVA Transaction Fee: All acquisition plans: Price Adjustments may also be allowed if, during the term of the contract, the Commonwealth institutes an eVA transaction fee to be paid by vendors.

35. PRICE DE-ESCALATION - PROMOTIONAL SALES: Contractors are advised that price decreases resulting from changes in technology, manufacturing costs, any promotional sale prices or discounts, or any other "across the board" decrease, shall be communicated immediately to DGS/DPS. Notice of promotional sales prices and



discounts shall also advise the duration of the specific sale or discount price. Price decreases shall apply to all in-place rental plans.

36. PURCHASE VOLUME REPORT BY ZONE: The Contractor shall furnish the Division of Purchases and Supply reports by zone of the total dollar volume of purchases made under this contract and the total number of each contract item ordered under this contract in accordance with the following schedule:

For contracts of one year, the Contractor shall furnish a report listing the purchases made in the first nine months of the contract.

In addition, for contracts exceeding one year, the Contractor shall furnish reports at the end of each consecutive twelve-month period and 80 calendar days prior to the expiration date of the contract.

All reports shall be delivered to the Division of Purchases and Supply no later than 80 days prior to expiration of original contract or contract renewal. The first volume report will be nine months (July – March) renewal volume reports shall be for twelve months (April - March). Reports shall be sent to the attention of the appropriate contract officer. Failure to submit this information in the required time may result in removal from current contract and disqualification from bidding on the next solicitation for this contract.

Each report shall be in two segments: (1) One to report the total dollar volume of purchases and the total number of copiers **[each item]** ordered by State agencies, institutions; (2) One to report the total dollar volume of purchases and number copiers **[each item]** ordered by all other Commonwealth public bodies (e.g. cities, towns, counties, schools and authorities, etc.), if authorized users of this contract. Requested format will be provided to Contractors upon award.

Bidders shall identify below the name of the individual responsible for the preparation of these reports:

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

37. RISK OF LOSS OR DAMAGE: Section VII.2.a and VII.3.a.

38. RENEWAL OF CONTRACT: This contract has no renewals remaining.

39. RELOCATION OF EQUIPMENT: Should it become necessary to move equipment covered by the contract to another location, the Commonwealth reserves the right to do so at its own expense. If contractor supervision is required, the Commonwealth will provide prior written notice of the move at least thirty days in advance, in which case the contractor shall provide the required services and be reasonably compensated by the Commonwealth. Both the compensation to be paid and any adjustment to the maintenance terms resulting from the move shall be as mutually agreed between the parties. Regular maintenance charges shall be suspended on the day the equipment is dismantled and resume once the equipment is again certified ready for operational use.

40. SECURITY RULES AND REGULATIONS: The Contractor shall be responsible for ensuring that all personnel connected with the work comply with the rules and regulations of the Agency. The Contractor shall maintain proper

security and control over all personnel, equipment, tools and materials at all times. The Contractor's equipment and personnel shall be subject to security checks and associated delays therefrom.

41. ADDITIONAL SECURITY REQUIREMENTS:

- (a) There shall be no verbal discussion or physical contact between a Contractor's employees and inmates.
- (b) Anyone bringing any inmate any item such as weapons, tools, food, drink, clothing, cigarette, matches, correspondence, printed or electronic media or assisting inmates to escape, is in violation of State Law and will result in prosecution.
- (c) No weapon, alcohol, drugs or medication of any type are allowed on State property.
- (d) Keys shall be removed from all vehicles and other mobile equipment at all times when not in operation. Vehicle doors and tool compartments shall be locked at all times when not in use. Ladders left on vehicles shall be chained and locked at all times.
- (e) No tools shall be left about the job site unattended. When not in use, all tools and ladders shall be securely locked.
- (f) Any tools, especially any type of cutting tool, if left unattended will be confiscated.
- (g) All tools and ladders shall be removed daily from the inside of the Institution. If storage is desired on Institution property, arrangements shall be made with the Security Chief or Director of Buildings & Grounds.
- (h) All security regulations shall be observed at all times. These will be made known to the Contractor and his representatives by the Institutional Security Chief or his designee, at the point of entrance to the Institution.
- (i) All persons entering the prison complex are subject to being searched.
- (j) Contractors and their representatives are limited to movement to and from and within the immediate area of their work.
- (k) An Institutional employee will be designated as liaison person between the Contractor and Institution. Unless otherwise stated, this person will be the Department Superintendent for whom the Contractor is performing the service.
- (l) Agency will provide an escort guard with truck.
- (m) No vehicle will be permitted to leave the facility until after the daily or routine security check.
- (n) Each day, Contractor shall provide a tool and equipment list for inventory check at the sally port.
- (o) Contractor shall remove all tools from facility at the conclusion of each workday.
- (p) All Contractors employees shall have a valid identification with photograph at all times for identification that

is acceptable to the institution. A valid DMV driver's license is acceptable. No persons will be permitted to enter the institution without valid identification.

- (q) The Agency reserves the right to refuse entrance to anyone who appears, in the Agency's sole judgment, to be under the influence of drugs or alcohol or otherwise is impaired.
- (r) Other additional security rules and regulations may also be required by the Agency.

42. SERVICE AND MAINTENANCE SUPPORT: Section VII.5.

43. SOFTWARE/FIRMWARE: By submitting a bid, the bidder represents and warrants that it is the sole owner of the software/firmware or, if not the owner, that it has received all legally required authorizations from the owner to provide the software/firmware, has the full power to grant the rights/uses required by this solicitation, and that neither the software/firmware nor its use in accordance with the contract will violate or infringe upon any patent, copyright, trade secret, or any other property rights of another person or organization. The software/firmware provided by the contractor shall be on a non-exclusive, irrevocable perpetual basis and shall continue in perpetuity. All software/firmware shall be for use at any computing facilities, on any equipment, by any number of users, and for any purposes for which it is intended by the ordering agency. By submitting a bid, the bidder certifies that neither the Commonwealth or any ordering agency shall be required to execute or otherwise accept or abide by any license/terms not included in this solicitation.
44. SOFTWARE UPGRADES: The Commonwealth shall be entitled to any and all upgraded versions of the software covered in the contract that becomes available from the contractor. The maximum charge for upgrade shall not exceed the total difference between the cost of the Commonwealth's current version and the price the contractor sells or licenses the upgraded software under similar circumstances.
45. SOFTWARE DISPOSITION: Unless otherwise instructed by the contractor, the Commonwealth shall render unusable all copies of software acquired under the contract within thirty days of termination of its license, except that the Commonwealth does reserve the right to retain one copy of the software for archival purposes when appropriate.
46. SPECIAL OR EDUCATIONAL DISCOUNTS:

During the contract period if the Contractor offers promotional discounts as a general practice or offers educational discounts to schools and institutions of higher education for items available under this contract with the result that those prices are lower than the prices available under this contract, then the promotional discounts shall be made available to all purchasers under this contract, or in the case of educational discounts, they shall be made available to schools and institutions of higher education eligible to place orders against this contract.

The effective date for price changes/discounts will be the date that the lower prices/discounts were made available to the Contractor's customers generally or to schools and institutions of higher education as applicable.

If the Contractor does not sell to purchasers eligible to place orders against this state contract at the lower prices/discounts required by subsection A above, it shall owe a rebate to each affected purchaser which is equal to the amount of the overcharge. Said rebate shall be made within 30 days after the Contractor becomes aware of the overcharge or within 30 days after the purchaser requests the rebate, whichever comes first.

47. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
48. THIRD PARTY ACQUISITION OF SOFTWARE: The contractor shall notify the procuring agency in writing should the intellectual property, associated business, or all of its assets be acquired by a third party. The contractor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the contractor shall obtain, for the Commonwealth's benefit and deliver thereto, the assignee's agreement to fully honor the terms of the contract.
49. TRAINING: See section VII.7.
50. TRIAL PERIOD: At the Contractors option it may elect to provide and ordering agency a copier for a 30 day trial period. If a copier is offered for a trial period the Ordering Agency shall issue a purchase order for the minimum monthly CPC rate of that copier and state that is for a 30 day trail. If during or at the end of that trial period the unit is judged to be unacceptable by the agency, it shall be removed without further cost (including return transportation) to the Commonwealth and a purchase order cancellation issued. The trial period shall start when the Contractor has completed the installation and makes the copier ready for normal use. The Commonwealth will be responsible only for cost per copy charges for copies made. If the Contractor provides a new copier for the trial period and the agency accepts the copier, the Contractor is considered to have met the requirement to provide a new copier. If the Contractor provides a demo copier (one which has had any number of copy clicks) and the agency accepts the copier, the Contractor shall be required to remove the demo copier and deliver a new copier.
51. UCITA: The purchasing agency is "opting out" of UCITA for this procurement. Any computer information transaction, or material delivered hereunder, shall not be governed by UCITA, but rather shall be governed entirely by Virginia law other than UCITA.
52. WARRANTY AGAINST SHUTDOWN DEVICES: The contractor warrants that the equipment and software provided under the contract shall not contain any lock, counter, CPU reference, virus, worm, or other device capable of halting operations or erasing or altering data or programs. Contractor further warrants that neither it, nor its agents, employees, or subcontractors shall insert any shutdown device following delivery of the equipment and software.
53. WARRANTY OF SOFTWARE: The contractor warrants the operation of all software products for the duration of the rental agreements and the outright purchase maintenance agreements. During the warranty period, the contractor shall provide all patches, fixes, revisions, updates, upgrades, and minor releases to both the software and its supporting documentation
54. WARRANTY (COMMERCIAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the bid/proposal.
55. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the

performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.

56. YEAR 2000 COMPLIANT (AND ENABLEMENT) WARRANTY: The contractor warrants that all software, firmware and hardware product(s) delivered to the Commonwealth of Virginia under any agreement, and which is used in accordance with the product documentation provided by the contractor, shall be 4-digit Year 2000 compliant (or approved enabled). All products shall accurately process all date-change data from start to finish, including, but not limited to, twentieth, twenty-first centuries and leap year calculations.

Any product provided under this Agreement discovered not to be compliant after acceptance shall be corrected by the contractor at no additional cost to the Commonwealth. Failure to correct the deficiency shall subject the contractor to default action.

## VII. ACQUISITION PLANS

### 1. DEFINITIONS OF THE ACQUISITION PLANS:

- a. Outright Purchase (standalone/connected) is a single payment for a copier, accessories, and software with ownership of the unit being conveyed to the buyer.

Installment Purchase is NOT an acquisition plan covered under this IFB Program, however recognizing that some authorized users may have a need to finance their outright purchases, the following applies:

Installment Purchase is an amortized time payment plan with interest included in the scheduled payments. State agencies are required to conform to *Treasury Board Regulations for Credit Purchases by State Agencies and Institutions* when financing purchase of \$10,000 or more. These regulations contain procedures for utilization of the Treasury Board's financing program. The regulations also allow and provide procedures for agencies to obtain alternative financing. Accordingly, State agencies are required to consult and communicate with Treasury Board staff for consideration of the Treasury Board's program and/or to ensure compliance with procedures for obtaining alternative financing sources. The telephone number is (804) 225-4929.

- b. Rental (standalone/connected) is a contract for use of the equipment for twelve (12) or thirty-six (36) months with title remaining with the Contractor. Full maintenance, supplies and equipment shall be included in the quoted cost per copy charge. (All responsibilities associated with the title of the machine remain with the contractor, such as but not limited to property insurance and taxes.)

### 2. OUTRIGHT PURCHASE PROVISIONS (standalone/connected):

Purchase orders for outright purchase copiers and elected accessories will be initiated by state agencies, institutions, or public bodies authorized to use the contract (authorized users). In addition authorized users may issue a purchase order for maintenance and supplies which will be invoiced on a cost per copy basis. The cost per copy charge for maintenance of copiers purchased under this acquisition plan shall include full maintenance, all parts including, but not limited to, drums, and all supplies including toner, color toner(s), developer, color developer(s),

and staple wire and excluding paper.

Under the Outright Purchase Acquisition Plan, the authorized user may elect not to use the contract for maintenance/supplies.

If authorized users choose to purchase maintenance, they will be required to pay the cost per copy charge at 1/3 the minimum volume for the benchmark range even if they make less copies than 1/3 the minimum benchmark volume. If the authorized user makes more copies than 1/3 the minimum volume for the benchmark range, they will be required to pay the cost per copy charge for the number of copies they make.

- ◆ Example 1 (less than 1/3 the benchmark volume): The minimum benchmark volume is 60,000 copies, 1/3 of the minimum volume is 20,000 copies, the authorized user makes 18,000 copies, the authorized user is required to pay for 20,000 copies.
- ◆ Example 2 (more than 1/3 the benchmark volume): The minimum benchmark volume is 60,000 copies; 1/3 of the minimum volume is 20,000 copies; the authorized user makes 30,000 copies; the authorized user is required to pay for the 30,000 copies.

Any manufacturer's maintenance agreement shall not be used since this contract and the authorized user's purchase order will constitute the complete agreement.

- a. Risk Of Loss Or Damage: The Commonwealth shall be relieved from risks of loss or damage to all copier machines during the period of time the machines are in transit or in possession of the Commonwealth up to and including the date of acceptance by the Commonwealth. After the date of acceptance, the risk of loss or damage shall be borne by the Commonwealth.
- b. Term: Maintenance agreements established by issuance of a purchase order shall be effective on the date the machine(s) is accepted, ready for use, and shall continue for a twelve month period.

Automatic renewals of the maintenance agreement by the Contractor shall not be accepted. Contractor shall notify in writing to the ordering agency a renewal proposal 90 days prior to expiration. Ordering agency shall notify the Contractor in writing 60 days prior to expiration by execution of a purchase order to renew for a one-year period or letter of option to not renew.

One-year renewals of maintenance agreements (cost per copy charges which include supplies and maintenance) in the subsequent years after expiration of this contract and all subsequent renewals of the original contract may be entered into at the agreement of the agency and the Contractor. Contractor shall notify in writing to the ordering agency a renewal proposal 90 days prior to expiration. Ordering agency shall notify the Contractor in writing 60 days prior to expiration by execution of a purchase order to renew for a one-year period or letter of option to not renew. Documentation supporting a request for an increase shall be supplied with the Contractor's renewal proposal. Increase request will be accepted under the following that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia.

- c. Cancellation Of Maintenance Agreements: The Commonwealth reserves the right to cancel and terminate any resulting maintenance agreements orders, in part or in whole, with 60 days written notice or in the case of loss of funding at any time without penalty, agency shall return at their cost any unused copier supplies (Section VI.5)

### 3. RENTAL PROVISIONS (standalone/connected):

Purchase orders for rental (12 or 36 months) of copiers, elected accessories and software will be initiated by state agencies or public bodies authorized to use the contract (authorized users). Authorized users will rent at the cost per copy charge plus the monthly rental price of any additional features. Authorized users will be required to pay the cost per copy charge at the minimum volume for the benchmark even if they make fewer copies than the minimum benchmark volume.

Any manufacturer's rental agreement shall not be used since this contract and the authorized user's purchase order will constitute the complete agreement.

The cost-per-copy charge for copiers rented under the 12- and 36-month rental acquisition plans shall include full maintenance, all parts, including but not limited to, drums, and all supplies including toner, color toner(s), developer, color developer(s) and staple wire and excluding paper.

- a. Risk Of Loss Or Damage: The Commonwealth of Virginia shall be relieved from risks of loss or damage to all copier machines rented during the period of transportation, installation, and during the entire time the equipment is in the possession of the Commonwealth, except when loss of damage is due to fault or negligence of the Commonwealth.
- b. Term: Rental agreements established by issuance of a purchase order shall be effective on the date the machine(s) is accepted, ready for use, and shall continue for the rental period (12 or 36 months).

Automatic renewals of the rental agreement by the Contractor shall not be accepted. Contractor shall notify in writing to the ordering agency a renewal proposal 90 days prior to expiration. Ordering agency shall notify the Contractor in writing 60 days prior to expiration by execution of a purchase order to renew for a one-year period or letter of option to not renew.

Renewal of 12 month Rentals: Agencies may elect to renew an existing rental agreement for 2 terms beyond the original 12 month agreement, with the existing copier and maintaining the same CPC rate. In order to enter into a third one-year renewal agreement for the existing copier the Contractor shall reduce the current cost per copy (CPC) charge no less than 5%. Only 3 renewals terms may occur meeting the above provisions, beyond that, agencies must enter into a new rental agreement using the current copier contract.

Renewal of 36 month Rentals: Agencies may elect to renew an existing rental agreement for one-year. In order to enter into a one-year renewal agreement for the existing copier the Contractor shall reduce the current cost per copy (CPC) charge no less than 5%. Only 1 renewal term may occur meeting the above provision, beyond that, agencies must enter into a new rental agreement using the current copier contract.

Renewals of rental agreements in the subsequent years after expiration of this contract and all subsequent renewals of the original contract may be entered into providing the renewal price is the same or less than the current state contract price in effect at that time. If the price of the expiring rental agreement is greater than the state contract in effect at that time the Contractor shall reduce the price to the current applicable contract price or the ordering agency shall not renew the agreement and shall use the current contract to enter into a new rental agreement.

c. Cancellation Of Rental Units By The Ordering Agency:

The Commonwealth reserves the right to cancel and terminate any resulting rental orders, in part or in whole, for copier non-performance (Section VII.4.b) or if funding is withdrawn without penalty. Cancellation of rental orders for any other reason is subject penalties based on the provisions below.

12-month rental agreements may be canceled at the end of the rental period or by issuance of a 60 day written notice. If the original term of a 12-month rental agreement is terminated prior to the conclusion of the rental period, then a termination charge equal to 2 months' rental will be allowed (the cost per copy charge multiplied by the minimum monthly volume). Subsequent renewal terms of a 12-month rental agreement may be cancelled without penalty by issuance of a 60 day written notice.

36-month rental agreements may be cancelled at the end of the rental period or by issuance of a 60 day written notice. If the agreement is terminated prior to the conclusion of the rental period the termination charge will be assessed on a sliding scale as follows:

Within The First Year: If the rental agreement is cancelled anytime within the first year, the termination charge shall be equal to 6 months' rental (the cost per copy charge multiplied by the minimum monthly volume).

Within The Second Year: If the rental agreement is cancelled anytime within the second year, then the termination charge shall be equal to 4 months' rental (the cost per copy charge multiplied by the minimum monthly volume).

Within The Third Year: If the rental agreement is cancelled anytime within the third year, then the termination charge shall be equal to 1 month's rental (the cost per copy charge multiplied by the minimum monthly volume).

Fourth Year : Subsequent one-year renewal term of a 36-month rental agreement may be cancelled without penalty by issuance of a 60 day written notice.

d. Conversion From Rental To Purchase:

12-month rental agreements may only be converted to purchase at the end of the 12 month period or at the end of the fiscal year. 12-month rental agreements must be in place for a minimum of 4 months before conversion at the end of the fiscal year is allowed.

36-month rental agreements may be converted to purchase at the end of the first 12 months or thereafter only at the end of the fiscal year.

If an authorized user converts a rental to a purchase and the authorized user elects to purchase supplies and maintenance on the cost per copy basis, the cost per copy prices used shall be those stated on the Equity Quotation Sheet. If the Contractor escalates the cost per copy rate on the annual date of award of this contract, the authorized user's cost per copy rate will escalate accordingly, even if the maintenance contract is less than 1 year old.



Each bidder shall include their best equity accrual plan for commercial and/or governmental accounts with their bid. The following are minimum requirements, which these plans shall meet:

- (i) state the maximum accrual;
- (ii) advise the authorized user in writing 30 days before the maximum equity will be reached;
- (iii) maximum equity shall not be lost if purchase option is not exercised, as long as the equipment is continuously rented;
- (iv) the price from which the equity is deducted will be the purchase price at the time the equipment was rented, unless the current purchase price for the same equipment is lower; and
- (v) the Commonwealth shall have the right to transfer the equipment from one state agency to another state agency without the loss of equity accrued.
- (vi) Equity will not be used in award evaluation.

Exemption-Renewals and Conversions From Previous State Contracts: Copiers installed under the previous state copier contracts may be renewed or converted for purchase as per Section VII.3.b. If converting for purchase, authorized users may not substitute equipment.

#### 4. MACHINE PERFORMANCE:

- a. Outright Purchase Plans: This clause shall only apply to machines purchased under the outright purchase provisions of this contract for the first 5 years of ownership. The copier must have been continuously covered by a maintenance contract pursuant to this contract. The copier shall be required to operate satisfactorily and produce acceptable copy quality at a 90% effectiveness level during any month of a five-year period beginning at acceptance. The effectiveness level for a copier shall be computed by dividing the total productive time by the sum of that time plus the machine failure downtime. The copier failure rate shall not average more than two (2) malfunctions (breakdowns) per month, requiring contractor corrections, for the highest monthly volume (the manufacturer's maximum recommended monthly volume) recommended in the benchmark range. Machines which develop a trend of requiring an excessive number of service calls (6 service calls in a three-month period) shall be reported by the agency to DGS/DPS for review for compliance with this provision. Service calls will be counted in this timeframe due to machine malfunction only, not operator error or preventative maintenance calls. In the event that the Contractor fails to comply with the performance requirements of this paragraph, within the first year shall replace the non-complaint machine with a new machine matching all requirements of the benchmark including the manufacturing status of the machine awarded under this contract. During years two-five the Contractor shall replace the non-complaint machine with a machine having equal or greater features and equal or less operating cycles ("click count").
- b. Rental Plans: The copier shall be required to operate satisfactorily and produce acceptable copy quality at a 90% effectiveness level during any month during the rental agreement. The effectiveness level for a copier

shall be computed by dividing the total productive time by the sum of that time plus the machine failure downtime. The copier failure rate shall not average more than two (2) malfunctions (breakdowns) per month, requiring contractor corrections, for the highest monthly volume (the manufacturer's maximum recommended monthly volume) recommended in the benchmark range. Machines which develop a trend of requiring an excessive number of service calls (6 service calls in a three-month period) shall be reported by the agency to DGS/DPS for review for compliance with this provision. Service calls will be counted in this timeframe due to machine malfunction only, not operator error, or preventative maintenance calls. In the event that the Contractor fails to comply with the performance requirements of this paragraph, the Contractor shall replace the non-complaint machine with a new machine matching all requirements of that benchmark. Failure to replace the machine when required by this paragraph will result in the order being cancelled, machine being immediately removed from the ordering entities' premises at the contractors cost, and no penalty charges being assessed.

## 5. SERVICE AND MAINTENANCE SUPPORT:

- a. The Contractor shall have a service organization capability which includes but is not limited to the following:
- b. Qualified service/repair personnel: Service representatives shall be full-time employees of the Contractor or designated by the Contractor as their full-time authorized representative. Service representatives shall be factory-trained technicians. All warranty or maintenance services to be performed on the items specified in this solicitation as well as any associated hardware or software shall be performed by qualified technicians properly authorized by the manufacturer to perform such services. The Commonwealth reserves the right to require proof of certification at any time during the term of the contract.
- c. Repair parts: In the event that the performance of maintenance services under the contract results in a need to replace defective parts, such items may only be replaced by new parts. In no instance shall the contractor be permitted to replace defective items with refurbished, remanufactured, or surplus items without prior written authorization of the Commonwealth. The Contractor must maintain an adequate supply of spare components.
- d. Service response times: Response to requests for service shall be made within 4 working hours of notification by the agency in Zones 97, 98 and 100 and within 8 working hours of notification by the agency in the remaining zones during normal working hours of 8 A.M. to 5 P.M. Monday through Friday, excluding state holidays. The above response times apply to service that requires an on-site technician.

Repairs to copiers shall be completed within 12 working hours from first notification by the agency in Zones 97, 98 and 100 and within 16 working hours from first notification by the agency in the remaining zones.

*Connected machines:* The contractor shall maintain a phone support help-line(s) staff with factory-trained technicians. Technicians shall assist agencies with identifying whether or not the problem occurring is with the agencies side of connectivity, or if it is an issue with the copier/software contractor side of connectivity which requires on site support (above service response times apply). Through phone support technicians shall be able to provided assistant and solutions in resolving agency side connectivity problems. Phone support help-line calls shall be resolved within 2 business hours, if the problem has not been resolved within set time frame contractor shall dispatch an on-site service technician, response times in paragraph 1 of this

section apply upon determination that an on-site technician is required.

- e. Excessive downtime: Copiers including all accessories and software furnished under the contract shall be capable of continuous operation. Should the copiers, any accessories, or software become inoperable for a period of 16 consecutive working hours, the Contractor shall, at the agency's option, provide, at no charge, a loaner copier or accessory of equal capability of non-performing piece of equipment.
- f. Full maintenance shall be included in the cost per copy charge for all rented copiers and shall be available on all copiers purchased outright. Full maintenance shall include preventative maintenance, all parts including, but not limited to, drums, and labor.
- g. Preventative/scheduled maintenance shall be based on the specific needs of individual machines as determined by the Manufacturer. The Contractor shall schedule regular preventative maintenance (PM) service calls 30 working days in advance with the agency. Scheduled PM calls will not be considered downtime. The PM calls shall include, but not be limited to, routine cleaning, lubrication, necessary adjustments, and replacement of unserviceable parts. Preventative/scheduled maintenance shall be performed in accordance with the manufacturer's recommendations.
- h. Service Logs: A service log shall be included with each machine. Make, model number, and date of installation shall be recorded by the Contractor. Thereafter the agency shall maintain and complete the log each time service is requested, including on-site responses and Phone-line support. The log shall list the issue/problem, response time, cause of breakdown, downtime, and time for repairs and the resolution. In the case of an on-site service response the contractor's representative shall sign the log when service has been completed and the log shall be countersigned by the person in the agency designated as in charge of that particular copier. Preventative Maintenance performed shall also be maintained in this log. Should the cause of the service call be determined by mutual consent to be an operator error, misuse or abuse by the agency it shall be recorded under the resolution section of the log. This log will serve as a basis to resolve any complaint of excessive downtime, slow response to service calls and or request to cancel a rental agreement prior to expiration.

## 6. ORDERING:

- a. All orders shall be placed through eVA.
- b. Per Outright Purchase Provisions (Section VII.2) and Rental Provisions (section VII.3) Agencies shall place purchase orders to the contractor for copiers, elected accessories, and Maintenance.
- c. Agencies electing to procure copiers under the connected acquisition plans shall contact the selected contractor prior to issuing the purchase order and have a connectivity site survey completed to insure proper selection of all accessories required for installation and utilization of the connectivity. Contractor shall provide the survey. A representative from the Agency's ISS/IT department shall participate in the completion of the survey. Both the Agency ISS/IT and the Contractor representatives shall sign the completed survey.
- d. The surveys will be contractor specific but will address the following categories:
  - ◆ Network Type

- ◆ Network Protocols
- ◆ Network Cabling
- ◆ Network operating systems
- ◆ Memory
- ◆ Client Operating systems
- ◆ Software Applications that will used for printing to the connected copier
- ◆ Mainframe printing
- ◆ Scanning
- ◆ Faxing

## 7. INSTALLATION AND TRAINING:

- a. Agencies shall ensure that the space selected for installation is of adequate size for proper installation and use of the copier. Agencies shall provide proper electrical outlet, pre-tested active network drop and cabling if required, and phone lines for faxing if required.
- b. The Contractor shall perform complete installation and verify operation of all equipment. Installation shall be made within 16 working hours after notification to the Contractor by the agency that the equipment has been delivered. If at time of installation of a connected copier it is discovered that item 7.a has not occurred the contractor shall only install the copier to a standalone configuration. Once the agency has completed item 7.a, the contractor shall complete the connected installation within 16 working hours after notification to the contractor by the agency. Equipment prices and rental prices include normal installation charges. Any additional handling (special rigging) which may required for installation will be at the agency's expense. The Contractor shall provide quotes specifying rigging charges (if applicable) to the agency prior to the purchase order being processed. All crating and other debris must be removed from the premises by the contractor. Special rigging is defined for this contract as special equipment needed to deliver the copier and elected accessories to the installation location, beyond normal means of loading docks, ramps, and elevators.
- c. Connected installation: The Contractor shall perform all standard installation, provide drivers and software/firmware needed to the agency ISS/IT representative to load to the network. At a minimum the contractor shall install end user software to 1 desktop station. Contractor shall demonstrate a successful copy/print/scan/fax from the copier and desktop station.
- d. Upon completion of installation Contractor shall provide training, up to 4 hours, to one workstation operator and one key operator.
- e. In addition to operator training (Section VII.7.d.), the Contractor shall provide materials and instructional personnel for the training and/or retraining of users of contracted equipment. This shall be performed within five (5) working days after installation and prior to acceptance and actual operation of the delivered equipment.
- f. Date of Acceptance shall be when Items 7.a – 7.e have been completed.

## 8. BILLING:

Billing for rental and maintenance agreements shall be made monthly or quarterly in arrears (Contractor's Option). The only exception is for outright purchase maintenance agreements billing in Benchmarks 1 and 2 in this case shall be made semi-annually in arrears.

Invoicing shall be by purchase orders, with the exception of when and ordering agency has multiple machines from a vendor and “multiple” billing is mutually agreed to by the agency and contractor.

#### 9. CONVERSION FROM STANDALONE TO CONNECTED:

- a. Outright Purchase: Copiers procured under the standalone plan may be converted to connected using the following guidelines: Contact contractor and perform the connected survey (Section VII.6.c), once completed place purchase order for upcharge to connectivity found in the accessory pricing for that copier.
- b. Rental: Copiers rented under the standalone plans shall only be converted to connected if the contractor received the award for the same copier in the connected plans. If able to convert follow the following guidelines Contact contractor and perform the connected survey (Section VII.6.c), once completed place change order to the existing purchase order for the change in pricing for connectivity.

### **VIII. SPECIFICATIONS AND DEFINITIONS:**

#### 1. OUTRIGHT PURCHASE, 12 AND 36 MONTH RENTAL STANDALONE AND CONNECTED SPECIFICATIONS AND BENCHMARKS:

All Benchmark specification requirements are minimums. Copiers bid shall meet or exceed all of the Benchmark specification requirements. Manufacturer's recommended maximum monthly volume shall meet or exceed the maximum monthly volume of copying for the benchmark bid.

#### Clarifications

- a. A standalone copier produces copies as a result of input by means of the platen glass. A connected copy produces copies as a result of input by means of the platen glass and through network submission (print).
- b. A base unit is defined as a copier and any accessory/accessories that are required to meet the minimum benchmark specification requirement. An accessory/accessories is defined as item(s) offered by the contractors beyond those contained in the base unit.
- c. Paper Weights – The copier bid in each benchmark shall be able to run, at a minimum, up to the paper weights listed in both paper weights and by-pass/paper weights respectively. There are several types of paper classifications. If a bidder's copier specification sheets states paper weights in a different classification that the benchmarks a determination of equivalence or exceeds shall occur. Below are some examples. For benchmarks that require higher than 20lb. Bond paper weights for standard drawers/trays or

cassettes the copier shall at a minimum be able to accept that weight in at least one standard drawers/trays or cassettes.

<u>Benchmark</u>	<u>Bond Paper</u>	<u>Book/offset</u>	<u>Cover</u>	<u>Index</u>
20lb. Bond	20lb.	50lb.	28lb.	42lb.
24lb Bond	24lb.	60lb.	33lb.	50lb.
28lb Bond	28lb.	70lb.	39lb.	58lb.
32lb Bond	32lb	80lb.	45lb	67lb.
42lb. Bond	42lb	110lb	60lb	90lb
110lb. Index	53lb	135lb	74lb	110lb

- d. Memory – for copiers bid in the connected acquisition plan benchmarks, the specified minimum memory requirements can be satisfied by controller memory, by a combination of controller memory and a presence of a hard drive.
- e. Accessories – Contractors are encouraged to provide pricing for all possible accessories available for copiers bid beyond minimum benchmark requirements. Accessories are not mandatory for bidding.

f. Types of Accessories requested

For desktop copiers, bidders are requested to offer a stand/or cabinet

Price for conversion from standalone to connected

Additional paper capacity (beyond benchmark minimum)

Envelope/Card Feeder

Two/Three Hole punch/drill

Memory upgrades (beyond benchmark minimum)

Finishing equipment (beyond benchmark minimum)

Non-visual Access

Coin Ops.

Connected - Scanning capability

Connected - Faxing capability

Connected - Memory upgrades (beyond benchmark minimum)

Connected – Token Ring network interface environment (Note: this is the only “upcharge” allowed for base connectivity)

g. Benchmark 11

The following specifications apply only to Benchmark 11 for the acquisition of copiers for library-type environments.

Machines with moveable platens which scan by moving the original are not acceptable.

Machine shall have edge mounted platen glass so center of book rests on the edge.

All copiers shall be coin-op and magnetic card capable.

Coin-op systems shall have automatic change capability and extra coin capacity. Coin-op price-per-copy shall be set in a maximum \$0.05 increments. Coin box to hold a minimum of \$100 in a mix of coin. Coin mechanism shall be secured by locks and machine mounted.

Magnetic card systems shall allow for easy programming of cards. Cards may be reprogrammed when

fully used. Card systems shall read magnetic cards having a high security, high field stripe. Card system automatically counts down amount of money remaining on card. Magnetic card price per copy shall be capable of \$0.01 increments which can vary from coin-op price per copy.

Bidders shall provide detailed specifications material on coin/card op systems with their bid.

h. Benchmark 12A and 12B

The following specifications apply only to Benchmark 12A and 12B for the acquisition of color copiers.

These copiers are only being bid in the connected acquisition plans.

Ink-Jet Technology is not an acceptable, any copiers offered that are Ink Jet technology will be considered non-responsive.

<b>BENCHMARK – 1A- Low Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	1,000-6,000	2,000 to 10,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	15	15
Memory:	8MB	20MB (copy/print)
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	8-1/2" X 14"	8-1/2" X 14"
Maximum Output Size:	8-1/2" X 14"	8-1/2" X 14"
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	500 sheets	500 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Control Panel:	Keypad	Keypad
Quantity Selector:	1-99 (0 to 9 keypad)	1-99 (0 to 9 keypad)
<b>FEATURES</b>		
Automatic Features:	AES	AES
Energy-Save:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	50 to 200%	50 to 200%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes



<b>BENCHMARK – 1B- Low Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	1,000-6,000	2,000 to 10,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	15	15
Memory:	8MB	20MB (copy/print)
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	8-1/2" X 14"	8-1/2" X 14"
Maximum Output Size:	8-1/2" X 14"	8-1/2" X 14"
Document Feeder:	ADF	ADF
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	500 sheets	500 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Control Panel:	Keypad	Keypad
Quantity Selector:	1-99 (0 to 9 keypad)	1-99 (0 to 9 keypad)
<b>FEATURES</b>		
Automatic Features:	AES	AES
Energy-Save:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	50 to 200%	50 to 200%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 2A – Low Volume</b>	<b>Standalone</b>	<b>Connected</b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	5,000 to 15,000	6,000 to 18,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	20	20
Scan Once, Print Many:	Yes	Yes
Memory:	16MB	32MB (copy/print)
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	1,000 sheets	1,000 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Output-finishing:	Collated sorted Criss-Cross sets OR Unsorted offset sets, collated sorted offset sets	Collated sorted Criss-Cross sets OR Unsorted offset sets, collated sorted offset sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-99 (0 to 9 keypad)	1-99 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, APS	AES, AMS, APS
Book Copy:	Yes	Yes
Copy Control:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 2B – Low Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	5,000 to 15,000	6,000 to 18,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	20	20
Scan Once, Print Many:	Yes	Yes
Memory:	16MB	32MB (copy/print)
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	1,000 sheets	1,000 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-99 (0 to 9 keypad)	1-99 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, APS	AES, AMS, APS
Book Copy:	Yes	Yes
Copy Control:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 3A – Low Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	13,000 to 25,000	15,000 to 30,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	25	25
Scan Once, Print Many:	Yes	Yes
Memory:	32MB	32MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	1,000 sheets	1,000 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Output-finishing:	Collated sorted Criss-Cross sets OR Unsorted offset sets, collated sorted offset sets	Collated sorted Criss-Cross sets OR Unsorted offset sets, collated sorted offset sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-99 (0 to 9 keypad)	1-99 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, APS, ATS	AES, AMS, APS, ATS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Margin shift:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 3B – Low Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	13,000 to 25,000	15,000 to 30,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	25	25
Scan Once, Print Many:	Yes	Yes
Memory:	32MB	32MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	1,000 sheets	1,000 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-99 (0 to 9 keypad)	1-99 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, APS, ATS	AES, AMS, APS, ATS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Margin shift:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 4A – Low Volume</b>	<b>Standalone</b>	<b>Connected</b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	20,000 to 35,000	22,000 to 40,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	35	35
Scan Once, Print Many:	Yes	Yes
Memory:	32MB	32MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	1,000 Sheets	1,000 Sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Output-finishing:	Collated sorted Criss-Cross sets OR Unsorted offset sets, collated sorted offset sets	Collated sorted Criss-Cross sets OR Unsorted offset sets, collated sorted offset sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, APS, ATS	AES, AMS, APS, ATS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Margin shift:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 4B – Low Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	20,000 to 35,000	22,000 to 40,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	35	35
Scan Once, Print Many:	Yes	Yes
Memory:	32MB	32MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	1,000 Sheets	1,000 Sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	Sheet/Up to 32lb. Bond	Sheet/Up to 32lb. Bond
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, APS, ATS	AES, AMS, APS, ATS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Margin shift:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b><u>BENCHMARK – 5 – Mid Volume</u></b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	30,000 to 50,000	32,000 to 60,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	45	45
Scan Once, Print Many:	Yes	Yes
Memory:	64MB	64MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	3	3
Paper capacity (excluding bypass):	1,500 Sheets	1,500 Sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	50 sheet/Up to 42lb. Bond	50 sheet/Up to 42lb. Bond
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, APS, ATS	AES, AMS, APS, ATS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Covers:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Job Build:	Yes	Yes
Job Program:	Yes	Yes
Margin shift:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes



<b>BENCHMARK – 6 – Mid Volume</b>	<b>Standalone</b>	<b>Connected</b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	40,000 to 60,000	42,000 to 70,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	55	55
Scan Once, Print Many:	Yes	Yes
Memory:	64MB	64MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	3	3
Paper capacity (excluding bypass):	2,000 sheets	2,000 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	50 sheet/Up to 42lb. Bond	50 sheet/Up to 42lb. Bond
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad	Keypad
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, ATS, APS	AES, AMS, ATS, APS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Covers:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Job Build:	Yes	Yes
Job Program:	Yes	Yes
Margin shift:	Yes	Yes
Photo mode:	Yes	Yes
Reduction/enlargement (Zoom Range):	25 to 400%	25 to 400%
Sheet Insertion:	Yes	Yes
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 7 – High Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	50,000 to 80,000	55,000 to 85,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	65	65
Scan Once, Print Many:	Yes	Yes
Memory:	64MB	64MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	3	3
Paper capacity (excluding bypass):	2,500 Sheets	2,500 Sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	50 sheet/Up to 42lb. Bond	50 sheet/Up to 42lb. Bond
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad and Touch Screen	Keypad and Touch Screen
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, ATS, APS	AES, AMS, ATS, APS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Covers:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Job Build:	Yes	Yes
Job Program:	Yes	Yes
Margin shift:	Yes	Yes
Photo mode:	Yes	Yes
Program Ahead:	Yes	Yes
Reduction/enlargement (Zoom Range):	33 to 400%	33 to 400%
Sheet Insertion:	Yes	Yes
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 8 – High Volume</b>	<b>Standalone</b>	<b>Connected</b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	60,000 to 100,000	65,000 to 120,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	75	75
Scan Once, Print Many:	Yes	Yes
Memory:	64MB	64MB
Resolution:	400 dpi	400 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	4	4
Paper capacity (excluding bypass):	4,000 sheets	4,000 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Bypass/paper weights:	50 sheet/Up to 90lb. Index	50 sheet/Up to 90lb. Index
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad and Touch Screen	Keypad and Touch Screen
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, ATS, APS	AES, AMS, ATS, APS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Covers:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Job Build:	Yes	Yes
Job Program:	Yes	Yes
Margin shift:	Yes	Yes
Negative/Positive:	Yes	Yes
Photo mode:	Yes	Yes
Program Ahead:	Yes	Yes
Reduction/enlargement (Zoom Range):	33 to 400%	33 to 400%
Sheet Insertion:	Yes	Yes
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 9 – High Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	80,000 to 150,000	85,000 to 250,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	85	85
Scan Once, Print Many:	Yes	Yes
Memory:	96MB	96MB
Resolution:	600 dpi	600 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	4	4
Paper capacity (excluding bypass):	5,000 sheets	5,000 sheets
Paper weights:	Up to 110lb. Index	Up to 110lb. Index
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad and Touch Screen	Keypad and Touch Screen
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, AMS, ATS, APS	AES, AMS, ATS, APS
Book Copy:	Yes	Yes
Booklet Mode:	Yes	Yes
Copy Control:	Yes	Yes
Covers:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Job Build:	Yes	Yes
Job Program:	Yes	Yes
Margin shift:	Yes	Yes
Negative/Positive:	Yes	Yes
OHP Interleaving	Yes	Yes
Photo mode:	Yes	Yes
Program Ahead:	Yes	Yes
Reduction/enlargement (Zoom Range):	33 to 400%	33 to 400%
Sheet Insertion:	Yes	Yes
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 10 – High Volume</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Digital	Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	100,000 to 300,000	110,000 to 350,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	100	100
Scan Once, Print Many:	Yes	Yes
Memory:	128MB	128MB
Resolution:	600 dpi	600 dpi
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	11" X 17"	11" X 17"
Maximum Output Size:	11" X 17"	11" X 17"
Document Feeder:	RADF	RADF
Duplex:	1:2, 2:2, 2:1	1:2, 2:2, 2:1
Paper sources (excluding bypass):	4	4
Paper capacity (excluding bypass):	6,000 sheets	6,000 sheets
Paper weights:	Up to 110lb. Index	Up to 110lb. Index
Output-finishing:	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets	Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:	Keypad and Touch Screen	Keypad and Touch Screen
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Automatic Features:	AES, ATS	AES, ATS
Book Copy:	Yes	Yes
Covers:	Yes	Yes
Energy-Save:	Yes	Yes
Erase:	Yes	Yes
Interrupt:	Yes	Yes
Job Build:	Yes	Yes
Job Program:	Yes	Yes
Margin shift:	Yes	Yes
OHP Interleaving	Yes	Yes
Photo mode:	Yes	Yes
Program Ahead:	Yes	Yes
Reduction/enlargement (Zoom Range):	33 to 400%	33 to 400%
Sheet Insertion:	Yes	Yes
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Yes (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 11 – Library</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:	New, Newly Manufactured, Factory-produced new model	New, Newly Manufactured, Factory-produced new model
Scanner:	Analog or Digital	Analog or Digital
Energy Star Compliant:	Yes	Yes
Monthly Volume Range:	20,000 to 80,000	20,000 to 80,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:	25	25
Stationary Platen	Yes	Yes
Edge Mounted Platen glass	Yes	Yes
Adjustable Platen cover:	Yes	Yes
Machine Count Meter:	Yes	Yes
Image Density control:	Yes	Yes
Maximum Original Size:	8-1/2" X 14"	8-1/2" X 14"
Maximum Output Size:	8-1/2" X 14"	8-1/2" X 14"
Paper sources (excluding bypass):	2	2
Paper capacity (excluding bypass):	2,000 sheets	2,000 sheets
Paper weights:	Up to 20lb. Bond	Up to 20lb. Bond
Control Panel:	Keypad and Touch Screen	Keypad and Touch Screen
Quantity Selector:	1-999 (0 to 9 keypad)	1-999 (0 to 9 keypad)
Message display:	Yes	Yes
<b>FEATURES</b>		
Magnetic Card Programmer	Yes	Yes
Coin/Card Op	Yes	Yes
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:	Optional (ref. VII.9)	
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 12A – Low Volume Color</b>	<b>Standalone</b>	<b>Connected</b>
Manufacturing Status:		New, Newly Manufactured, Factory-produced new model
Scanner:		Digital
Monthly Volume Range:		1,000 to 5,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:		6 full color
Scan Once, Print Many:		Yes
Memory:		128MB
Resolution:		400 dpi
Machine Count Meter:		Yes
Image Density control:		Yes
Maximum Original Size:		11" X 17"
Maximum Output Size:		11" X 17"
Document Feeder:		ADF
Paper sources (excluding bypass):		2
Paper capacity (excluding bypass):		500 sheets
Paper weights:		Up to 24lb. Bond
Bypass/Paper weight		50 sheet Up to 42lb. Bond
Control Panel:		Keypad
Quantity Selector:		1-99 (0 to 9 keypad)
Message display:		Yes
<b>FEATURES</b>		
Automatic Features:		AES, APS
Copy Control:		Yes
Energy-Save:		Yes
Margin shift:		Yes
Photo mode:		Yes
Reduction/enlargement (Zoom Range):		25 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:		
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PDL and or PCL		Yes
SNMP Protocol Support		Yes

<b>BENCHMARK – 12B – Mid Volume Color</b>	<b><u>Standalone</u></b>	<b><u>Connected</u></b>
Manufacturing Status:		New, Newly Manufactured, Factory-produced new model
Scanner:		Digital
Monthly Volume Range:		7,000 to 30,000
<b>GENERAL SPECIFICATIONS/ PAPER HANDLING</b>		
CPM, Multicopy speed:		11 full color
Scan Once, Print Many:		Yes
Memory:		256MB
Resolution:		600 dpi
Machine Count Meter:		Yes
Image Density control:		Yes
Maximum Original Size:		11" X 17"
Maximum Output Size:		11" X 17"
Document Feeder:		RADF
Duplex:		1:2, 2:2, 2:1
Paper sources (excluding bypass):		3
Paper capacity (excluding bypass):		1,500 sheets
Paper weights:		Up to 28lb. Bond
Bypass/Paper weight		50 sheet Up to 110lb. Index
Output-finishing:		Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets
Control Panel:		Keypad and Touch Screen
Quantity Selector:		1-99 (0 to 9 keypad)
Message display:		Yes
<b>FEATURES</b>		
Automatic Features:		AES, APS
Book Copy:		Yes
Copy Control:		Yes
Interrupt:		Yes
Margin shift:		Yes
Photo mode:		Yes
Reduction/enlargement (Zoom Range):		50 to 400%
<b>CONNECTIVITY</b>		
Field upgradeable to connectivity:		
Operating System Support		Windows, 98, 2000, NT
Interface		Parallel or Serial or USB
Network Interface		10/100BaseT
Network Operating Systems		Netware, Windows(NT, 2000)
TCP/IP Printing		Yes
PDL and or PCL		Yes
SNMP Protocol Support		Yes



## 2. DEFINITIONS OF FEATURES AND FUNCTIONS:

1. Copier Configuration: (a) Desktop: The dimensions, weight or design of this type of equipment allow it to be supported by a desk or optional stand. (b) Console: The dimensions, weight or design of this type of equipment prohibit desktop support; consequently, these units are free-standing and feature built-in consoles.
2. Scanner: Digital
3. Scan Once/ Print Many: In copying mode, each original is scanned just once and stored in memory. Multiple copies are then made from the image stored in memory.
4. Machine Count Meter: A permanent, non-removable counter shall be built into each unit which accumulates the total number of images produced. A count for each "job" will not satisfy this requirement.
5. Image Density Control: A means of obtaining a lighter or darker copy by either automatic or manual button, slide, or key control.
6. Toner: The medium that forms the image on a copy. Toner can be part of a monocomponent, dual component developing system. Ink-Jet Technology is not an acceptable, any copiers offered that are Ink Jet technology will be considered non-responsive.
7. Multicopy (Ltr/Lgl/Ldgr): The maximum copy speed of the copier using 8-1/2" x 11", 8-1/2" x 14" and 11" x 17" paper. The formula used to calculate copies per minute is:  

$$\text{CPM} = \frac{60 \text{ Seconds}}{(\text{Total Job Time/Number Of Images})}$$
8. Paper Source(s): The number of paper drawers, trays or cassettes required to meet the benchmark minimum, excluding bypass.
9. Paper Capacity The maximum amount of paper each drawer, tray or cassette holds when using the paper sources(drawers, trays or cassettes) of that benchmark requirement, excluding bypass.
10. Paper Weights: The paper weight or range of paper weights that can be accepted by the copier when using the standard drawers, trays or cassettes.

### 11. Bypass/Paper Weights:

Sheet Bypass: Some copiers are equipped with a side opening into which copying materials may be hand-fed a sheet at a time into the machine. This allows the operator to copy onto a sheet of labels, paper, transparencies, etc., without having to load these items into a paper sources.

Stack-Feed Bypass: Similar to a sheet bypass. The stack-feed bypass allows quick insertion of 20 to 150 sheets at a time and, unlike a single-sheet bypass, provides multicopy capability. The host copier will automatically feed and display the number of copies made from the stack bypass on the quantity display.

Paper Weights: The paper weight or range of paper weights that can be fed through the bypass. The acceptable paper weights through the bypass generally exceed that of the drawers, trays or cassettes.

12. Maximum Original Size: The maximum size of an original that can be placed or fed onto the platen.
13. Maximum Output Size: The maximum size of the copy paper that can be fed through the machine.
14. Resolution (Scan/Copy): Indicates the maximum number of dots per inch (dpi), horizontally and vertically, at which the scanner scans and at which the unit outputs copies. In general, the higher the resolution, the better the quality of the output.
15. Copier Memory (Std/Max): The amount of copier memory that comes standard with the unit, at base price, and the maximum amount of memory (standard plus optional) the machine supports (e.g., 16 MB/32 MB). When a given figure is followed by “GB,” this figure represents a hard-disk drive.
16. Duplex:

Automatic Duplexing: This means the copier can automatically produce two-sided copies; the user does not have to manually reload one-sided copies into the machine to copy the second side. Machines with this feature may be equipped with automatic document feeders that enable the production of two-sided copies from single-sided originals (1:2), two-sided copies from two-sided originals (2:2) and single-sided copies from two-sided originals (2:1). Document feeders that provide two-to-two capability are referred to as RADFs (Reversing Automatic Document Feeders), RDHs (Recirculating Document Handlers), RDFs (Recirculating Document Feeders), UDH (Universal Document Handler) or RSADFs (Recirculating Semiautomatic Document Feeders).

Manual Duplexing: Most machines are capable of manually duplexing small amounts (less than 10%). (Copies are manually reinserted into the drawer, tray or cassette for copying onto the second side.)

Trayless Duplexing: Units that use a digital scanner and can store originals in memory, can also produce unlimited quantities of duplexed copies.

Automatic two-sided copying is a mandatory requirement only for 8-1/2' x 11'' copies. Where automatic two-sided copying is a required feature of the copier, it is only required that the copier be able to do automatic two-sided copying on 8-1/2'' x 11'' paper as opposed to also being required to do automatic two-sided copying on 11'' x 17'' paper.

17. Document Feeder: There are various type of document feeders.

An ADF (automatic document feeder) is a device that holds a stack of originals and feeds them automatically, one at a time, to the exposure glass for copying. This device is used for simplex copying only. Multiple copies of usually up to 50 originals can be produced. An RADF (Reversing Automatic Document Feeder) is a device that functions like an ADF but, in addition, automatically inverts two-sided originals for copying of the second side. Enables machines with duplex trays to perform duplex copying.

An RDF (recirculating document feeder) or RDH (recirculating document handler) feeds originals from a stack in the feed tray to the exposure glass and brings them back to the feed tray for another copy run of the set, if instructed to do so. When used in conjunction with a moving copy exit tray (it shifts from side to side), separate stacks of copied sets can be automatically produced. This eliminates the need for a sorter;

however, it should be noted that the condition (quality) of the originals diminishes as the copy run for the sets increases.

Speed/Capacity: Document feed devices operate at various feeding speeds or originals per minute (opm). Furthermore, document capacities vary from 10 to 250 sheets.

Paper Weights: The paper weight or range of paper weights that can be fed through the document feeder.

There are various other types of automatic document feeders.

Recirculating Semiautomatic Document Feeder (RSADF): This device, when hand-fed individual originals one at a time, automatically feeds and inverts a two-sided original for copying of the second side.

Set Document Handler (SDH): This type of ADF holds a stack of originals and feeds them automatically, one at a time, to the exposure glass for copying. The SDH allows for the production of single copies of 30 to 50 originals. Also referred to as BID (Built-In Docufeed), Single Pass Feeder (SPF) and Set Document Feeder (SDF).

Universal Document Handler (UDH): This type of document feeder will automatically feed and invert originals. When more than 20 sets are required, the UDH will automatically return the original stack into the proper feeding position and the copier will continue copying the job without user intervention. Also referred to as an RAF (Reversing Automatic Feeder).

18. Finishing: Machine capable of delivering Unsorted offset sets, collated sorted offset sets, collated sorted stapled sets depending on the benchmark requirement. This can be accomplished by several methods: (a) Shift Tray: When sets are produced, this device moves back and forth in order to allow for the offsetting of completed sets. No stapling or finishing features are available on a shift tray. (b) Copied sets are automatically delivered, stapled and stacked in the offset catch tray. (c) Sorter: A device used during the production of sets of copies. It consists of bins--usually no more than 40 or no fewer than 10--into which sets of copies are automatically inserted one sheet at a time so that a number of separate sets can be produced. Bin capacity can range from 20 sheets up to 100 sheets. Some sorters also can provide additional finishing capabilities by automatically stapling copies.

## 19. CONTROL PANEL

Indicates the type of Control panel, such as touch screen, keypad, a combination of both or CRT display.

Quantity Selector The number of copies selectable through the control panel by the user. Some machines feature 1-99 capability, while others may allow selection of up to 9,999 copies. Some copiers are programmed using a 0 to 9 numeric keypad, while others require the use of “+“ and “-“ keys.

Message Display: In lieu of symbols/indicators, some copiers have a message display that aids the user in operation and/or diagnostics.

Help Key: When the user desires help with programming, diagnosing problems and/or operating the machine, he or she can access the help function by pressing this key. The machine then displays helpful information on the message display.

## 20. Automatic Features:

AES (automatic exposure selection): The exposure is adjusted automatically when copying from originals with different background shadings.

AMS (automatic magnification selection): After detecting the correct size of each original document, the copier automatically calculates the correct magnification (zoom) ratio to fit the paper size selected by the operator.

APS (automatic paper select): A built-in sensor detects the size of each original and the copier selects the proper paper size.

ATS (automatic tray switching): A feature that enables a copier to automatically switch from a depleted paper source to another in the midst of a copyjob, effectively increasing overall productivity.

21. Book Copy: A feature (key stroke) that is used to produce two single copies (one of each page) from a book that is spread open on the platen. This eliminates the added step of repositioning the book for each page.
22. Booklet Mode: After originals have been scanned into memory, the copier automatically positions each image on the correct page, thus creating a signature. Copies can then be folded to create a booklet.
23. Color: The ability of the machine to produce color copies. Full-color machines use various technologies, including the xerographic process (which may utilize up to four developing units on line), thermal transfer and a photographic process to produce full-color copies.
24. Copy Control: The number of access codes for tracking copy usage. The key operator can set copy limits and/or reset the usage data for each code. Some copiers also feature a printer that prints usage summaries and/or an interface so that this data can be exported to another device, such as a personal computer. Also referred to as ID mode, auditron or copy monitor.
25. Covers: The copier will automatically insert front and/or back covers into the completed sets. The copier draws the cover from alternate paper sources, so thick or color stock may be used. Some copiers can copy on the front and/or back of the cover.
26. Energy-Save: This is an energy-conserving feature found on many copiers. Once a copy is complete and a preset period of time has elapsed, the copier automatically goes into a standby mode in which partial fusing heat is maintained so that a full warm-up period is not necessary for the next copy job.
27. Erase: A feature that is used to erase a portion of the copy. There are several erase modes (e.g., to remove an area around the outer edge of a document or to remove the marks that commonly result when copying from books). Some copiers also allow the user to program the amount of the erased image area.
28. Interrupt: An interrupt key is used to halt copying at any point during a copy run. With some copiers, the status of the original multicopy operation will be displayed after an interruption; others will display the status of the run being made while storing data from the interrupted run.

29. Job Build: When the number of originals exceeds the document feeder's capacity, a unit that offers job build will allow a user to batch feed originals that will be merged automatically once all the originals have been scanned. The number of originals that can be scanned is dependent on the amount of available memory.
30. Job Programs: Job programming, a feature that allows the user to store preprogrammed jobs (e.g., duplex, margin shift, finish 20 sets) and recall them at the touch of a key or keys, is indicated. Some copiers can have preprogrammed jobs downloaded from memory cards.
31. Margin Shift: The ability of a machine to shift the image to the right or left, on the front, back or both sides of the copy, to allow for binding or three-hole punching. Most margin shift features are adjustable from 0 to 20 mm or up to 3/4 inch.
32. Negative/Positive Reversal: This feature automatically reverses an image to white on black or black on white.
33. OHP Interleaving: This feature enables the copier to insert a blank or copied sheet between each transparency when copying sets of transparencies.
34. Photo Mode: A feature that enhances the ability of a copier to copy halftones or photographs. The copier's magnetic roller, containing the toner and developer mixture, is slowed down for a more precise coating of the latent image on the photoconductor. This results in a higher quality reproduction of fine lines and halftones.
35. Preset RIE: The number of preset reduction and enlargement modes that are factory/service set and are accessed from a key on the control panel.
36. Program Ahead: Allows the user to program the next copy job while a job is running.
37. Sheet Insertion: The maximum number of insert sheets that the copier can automatically insert into completed sets at certain preprogrammed positions is indicated. The copier draws the slip-sheet stock from alternate paper sources, so thick or color stock may be used. Some copiers can copy on the front and/or back of the insert sheets.
38. Zoom Range: "Zoom" reduction or enlargement modes that are manually selected by the operator. Percentages typically range from 50% to 200%, although some digital machines can enlarge to 400%. Some machines offer selection in 0.1% increments, while most offer selection in 1% increments.
39. Energy Star-Compliant: Indicates whether the unit conforms to the energy standards established for copiers by the EPA.
40. Large Capacity Tray (LCT): A paper source capable of handling more than 1,000 sheets of paper.
41. Memory: Also called RAM (Random Access Memory); temporarily stores data inside a copier or controller. Chips can be purchased that allow the user to increase the amount of memory to improve performance.
42. Stand: A stand for a desktop copier that eliminates the need to install the copier on a table or desktop. Most stands have casters that provide mobility, as well as a bin for storage. Also referred to as a cabinet.
43. Stapler Sorter: An option that staples copied sets in the bins when a job is complete.

## CONNECTIVITY

44. Operating System Support: operating systems that the copier can support when functioning in the connected acquisition plan. At a minimum all are required to connect in Windows 98, Windows NT and 2000.

45. Interface: Parallel or Serial or USB

A parallel interface is a one- or two-way interface that can transfer several different bits of information simultaneously. Bidirectional parallel interfaces, since they communicate in two directions, have the advantage of being able to let users know if something goes wrong during a job, such as a print job that cannot be printed because the unit is out of toner. Transmission via a parallel interface is several times faster than via a serial interface; however, serial interfaces can transmit data over longer distances than parallel interfaces can.

Serial Interface: Indicates whether a serial interface is used and whether it is standard or optional. A serial interface can only transmit one bit of information in one direction at a time, and thus is slower than a parallel interface. This drawback can be especially limiting with larger graphic documents, or hardly noticeable with brief text documents. A serial interface, however, can be used to transmit data over greater distances. Also note that with this type of interface, once the information is transmitted from the computer, the user has no way of knowing whether it was received properly or not, as serial interfaces do not have error-checking capabilities.

USB: Universal Serial Bus, an external bus standard that supports data transfer rates of 12 Mbps. A single USB port can be used to connect up to 127 peripheral devices, such as mice, modems, and keyboards. USB also supports Plug-and-Play installation and hot plugging.

46. Network Interface type: Refers to the type of physical connection that allows the multifunctional to interface with computer networks. Connection at a minimum shall be 10/100BaseT

47. Networks Supported: The computer networks with which the unit can be used at a minimum shall include Novell NetWare, Windows, 2000 and NT,

48. TCP/IP Printing: Capability to perform TCP/IP Printing

49. Std/Max Printer Memory: The amount of printer memory that is required based on the benchmark requirements..

50. PCL: Refers to the *printer control languages* Supported by the multifunctional's print capability. All available PCL shall be provided with the copier when connected.

51. SNMP Protocol Support: The recognized standard for managing devices over the network.

52. Network Interface Card (NIC): A network interface card physically connects a device to a network, controlling the flow of information between the network and the device.

53. Print Controller: A device that when added to a copier allows for printing over a computer network.

**IX. ZONE LISTING****Counties**

Accomack .....	106	Franklin .....	104	Nottoway .....	102
Albemarle .....	101	Frederick .....	100	Orange .....	99
Alleghany .....	103	Giles .....	104	Page .....	100
Amelia .....	102	Gloucester .....	97	Patrick .....	104
Amherst .....	103	Goochland .....	98	Pittsylvania .....	103
Appomattox .....	103	Grayson .....	105	Powhatan .....	98
Arlington .....	100	Greene .....	101	Prince Edward .....	102
Augusta .....	101	Greensville .....	102	Prince George .....	98
Bath .....	103	Halifax .....	102	Prince William .....	100
Bedford County .....	103	Hanover .....	98	Pulaski .....	104
Bland .....	105	Henrico .....	98	Rappahannock .....	100
Botetourt .....	103	Henry .....	104	Richmond County .....	99
Brunswick .....	102	Highland .....	101	Roanoke County .....	104
Buchanan .....	105	Isle of Wight .....	97	Rockbridge .....	103
Buckingham .....	102	James City .....	97	Rockingham .....	101
Campbell .....	103	King and Queen .....	99	Russell .....	105
Caroline .....	99	King George .....	99	Scott .....	105
Carroll .....	104	King William .....	98	Shenandoah .....	100
Charles City .....	98	Lancaster .....	99	Smyth .....	105
Charlotte .....	102	Lee .....	105	Southampton .....	97
Chesterfield .....	98	Loudoun .....	100	Spotsylvania .....	99
Clarke .....	100	Louisa .....	101	Stafford .....	99
Craig .....	104	Lunenburg .....	102	Surry .....	97
Culpeper .....	99	Madison .....	99	Sussex .....	97
Cumberland .....	102	Mathews .....	97	Tazewell .....	105
Dickenson .....	105	Mecklenburg .....	102	Warren .....	100
Dinwiddie .....	98	Middlesex .....	97	Washington .....	105
Essex .....	99	Montgomery .....	104	Westmoreland .....	99
Fairfax .....	100	Nelson .....	101	Wise .....	105
Fauquier .....	100	New Kent .....	98	Wythe .....	105
Floyd .....	104	Northampton .....	106	York .....	97
Fluvanna .....	101	Northumberland .....	99		

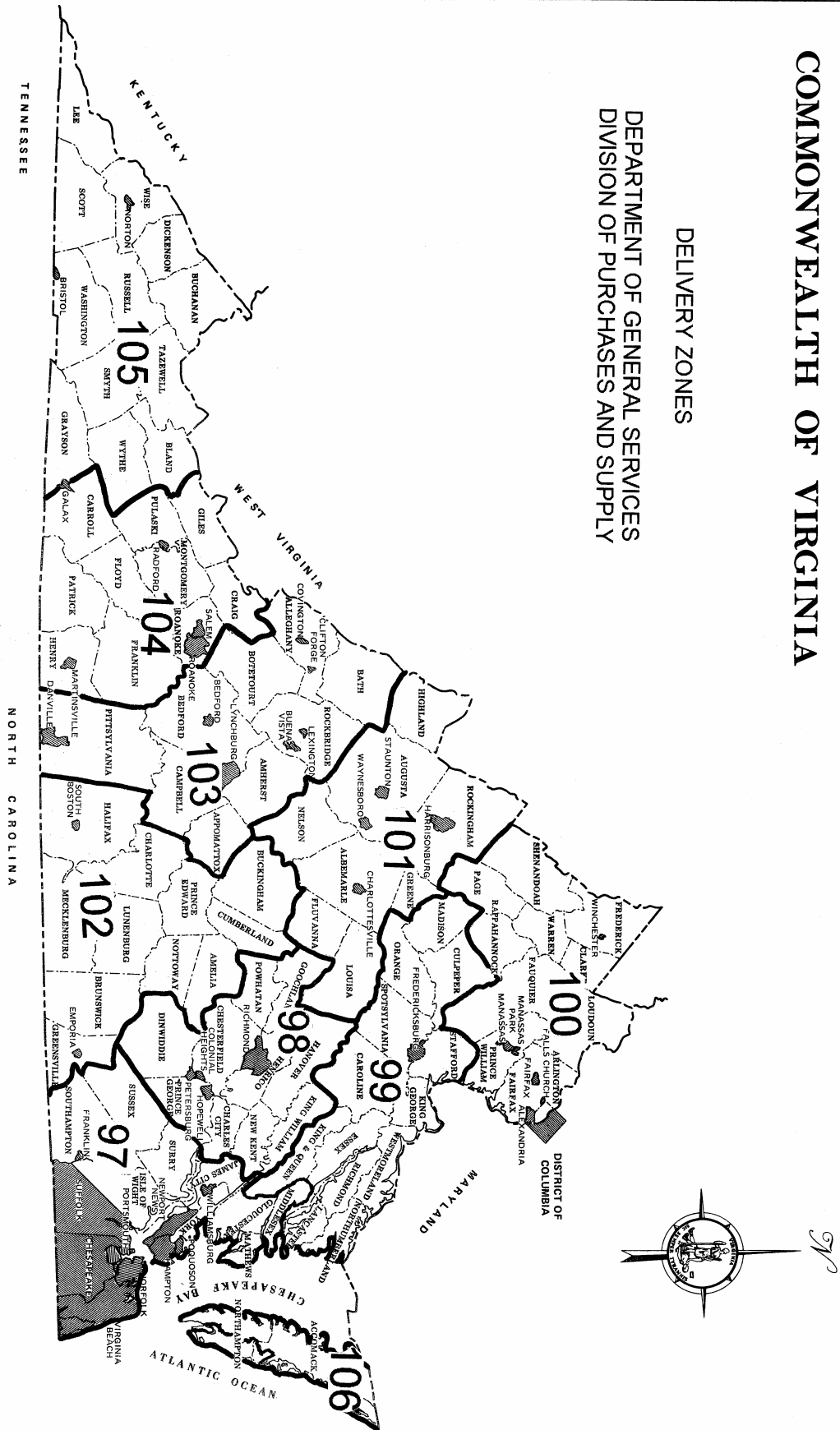
**Cities**

Alexandria .....	100	Hampton .....	97	Roanoke, City of .....	104
Bedford, City of .....	103	Harrisonburg .....	101	Salem .....	104
Bristol .....	105	Hopewell .....	98	Staunton .....	101
Buena Vista .....	103	Lexington .....	103	Suffolk .....	97
Charlottesville .....	101	Lynchburg .....	103	Virginia Beach .....	97
Chesapeake .....	97	Manassas .....	100	Waynesboro .....	101
Clifton Forge .....	103	Manassas Park .....	100	Williamsburg .....	97
Colonial Heights .....	98	Martinsville .....	104	Winchester .....	100
Covington .....	103	Newport News .....	97		
Danville .....	103	Norfolk .....	97		
Emporia .....	102	Norton .....	105		
Fairfax .....	100	Petersburg .....	98		
Falls Church .....	100	Poquoson .....	97		
Franklin .....	97	Portsmouth .....	97		
Fredericksburg .....	99	Radford .....	104		
Galax .....	104	Richmond, City of .....	98		

# COMMONWEALTH OF VIRGINIA

## DELIVERY ZONES

### DEPARTMENT OF GENERAL SERVICES DIVISION OF PURCHASES AND SUPPLY





**X. USED IN SOLICITATION ONLY**

**XI. USED IN SOLICITATION ONLY**

**XII. INSTRUCTIONS FOR ORDERING**

**XIII. AWARDED COPIERS AND COPIER PRICING**

**XIV. CONTRACT CHANGES**

**XV. RENEWALS**

Contract Renewal 1 – Contract # 60046-04 – 7/1/03 – 6/30/04

Contract Renewal 2 – Contract # 60046-05 – 7/1/04 – 6/30/05

Contract Renewal 3 – Contract # 60046-06 – 7/1/05 – 6/30/06

Contract Renewal 4 – Contract # 60046-07 – 7/1/06 – 6/30/07